BY ORDER OF THE COMMANDER
AIR FORCE SPACE COMMAND

AIR FORCE SPACE COMMAND
CHECKLIST 90-5

1 APRIL 2004

Command Policy

MANAGEMENT OF AFSPC INDIVIDUAL
MOBILIZATION AUGMENTEES (IMAS)

This checklist reflects Command requirements for the management of Air Force Space Command, Individual Mobilization Augmentees (IMAs) to prepare for and conduct internal reviews.

1. References have been provided for each critical item. Critical items have been kept to a minimum and are related to public law, safety, fiscal responsibility and/or mission accomplishments.

2. This publication establishes a baseline checklist. The Command IG will use the checklist during applicable assessments. Use the attached checklist as a guide only. AFSPC checklists will not be supplemented. Units produce their own stand-alone checklists as needed to ensure an effective and thorough review of the unit program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. **See Attachment 1**.

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Director Reserve Forces

ATTACHMENT 1

IMA MANAGEMENT

Table A1.1. Checklist.

SECTION 1:			
MANAGEMENT MISSION STATEMENT: To ensure education, training and support are provided to Individual Mobilization Augmentees (IMAs) by their active duty supervisor(s) and supported by their Senior IMA and Mobilization Assistant (MA). ***NOTE*:** All references are from AFI 36-2629, ***Individual Mobilization Augmentee Management,*** unless otherwise noted.			
1.1. CRITICAL ITEMS:	**YES**	**NO**	**NA**
1.1.1. Do commanders exercise command authority over all those assigned/attached to his/her unit? (Para 1.15.1, 1.15.7)			
1.1.2. Do supervisors complete performance feedbacks, Officer Performance Reports (OPRs), Performance Recommendation Form (PRF), Enlisted Performance Reports (EPRs), or Letters of Evaluation (LOE), IAW AFI 36-2406, ***Officer and Enlisted Evaluation System***? (Para 1.16.6; ***Individual Reserve Guide***, Chap 6, pages 56-57).			
1.1.3. Do commanders ensure IMAs have access to and are supported by base or unit Government Travel Card program coordinators? (Para 1.15.5)			
1.2. NON-CRITICAL ITEMS:			
1.2.1. If the commander has appointed a Unit Reserve Coordinator (URC) and an alternate, was this done in writing with a designation letter forwarded to the Base IMA Administrator (BIMAA)? (Para 1.15.8)			
1.2.2. Are management rosters (ALPHA, OPR/EPR, OJT etc.) reviewed for currency and accuracy by active duty commanders? (Para 1.18.2.1)			
1.2.3. Do supervisors work closely with IMAs to provide meaningful training programs that complies with duty position and meets job proficiency criteria? (Para 1.16.1)			
1.2.4. Do commanders and supervisors ensure IMAs meet USAF Dress and Appearance standards? (Para 1.16.4)			

NON-CRITICAL ITEMS (Con't):	YES	NO	NA
1.2.5. Do supervisors maintain individual reserve training documentation, training schedules, EPR/OPRs, and OJT records? (Para 1.18.2.2; Individual Reserve Guide, Chap 6, Para 6.12.1.5)			
1.2.6. Do supervisors and members know how points are credited for training/active duty? (Individual Reserve Guide, Chap 5, pages 33-34)			
1.2.7. Do supervisors and members know how to access the Individual Reserve Guide? (Para 1.19.2)			
1.2.8. Do supervisors ensure IMAs are considered for awards and decorations every 3 years for outstanding service? (Individual Reserve Guide, Chap 6, page 54)			
1.2.9. Do supervisors ensure IMAs are considered for annual outstanding awards such as IMA of the Year, Jr. Officer of the Year, etc? (Individual Reserve Guide, Chap 6, page 54)			
1.2.10. Do supervisors coordinate with IMAs in determining formal school training requirements? (Para 1.16.5; Individual Reserve Guide, Chap 6, Para 6.6)			
SECTION 2: MOBILIZATION			
2.1. CRITICAL ITEMS:			
2.1.1. Are supervisors and members familiar with mobilization procedures? (Para 1.16.2, 1.16.7; Individual Reserve Guide, Chap 2, Para 2.5; AFH 10-416, *Personnel Readiness and Mobilization*, Para 6.2; 6.6)			
2.1.2. Do supervisors know when and how to initiate a recall of their reservists? (Para 1.10.2; Individual Reserve Guide, Chap 2, Para 2.6; AFH 10-416, Para 2.4)			
2.1.3. Do single-parent members and military couples with children comply with family care responsibilities? (Para 1.16.7; Individual Reserve Guide, Chap 2, Para 2.12)			
2.1.4. Do commanders ensure there is an accurate recall roster with all serviced IMAs included? (Para 1.18.2.3)			

2.2. NON-CRITICAL ITEM:	YES	NO	NA
2.2.1. Do units properly maintain their IMA recall roster with current and updated information for semi annual random telephone recall by AFSPC/CR office? (Para 1.18.2.3; **HQ AFSPC/DO, Recall Roster Policy Letter for Reserve Forces**)			
2.2.2. Do commanders verify IMAs have needed clothing and equipment for contingency deployments? (Para 1.16.8)			
SECTION 3: TRACKING			
3.1. CRITICAL ITEMS:			
3.1.1. Have reserve members assigned or attached to the unit completed their medical, dental and immunization requirements (such as annual RCPHA and Dental assessments)? (**Reserve Component Periodic Health Assessment (RCPHA) Implementation Plan**)			
3.1.2. Are fitness assessments conducted annually and offered during member's Annual Tour or Inactive Duty Training? (AFI 10-248, **Air Force Reserve Fitness Program**, Chap 4, Para 4.2.8.1)			
3.1.3. Are IMAs meeting their annual participation requirements? (AFMAN 36-8001, **Reserve Personnel Participation and Training Procedures**, Table 5.1; Individual Reserve Guide, Chap 6, 6.5)			
3.1.4. Have IMA training schedules been forwarded to AFSPC/ CR? (**HQ ARPC/CC Policy Letter, IDT Restrictions Fy03-04,** Para 1**)**			
3.2. NON-CRITICAL ITEMS:			
3.2.1. Do commanders ensure supervisors accomplish and document IMA individual training and on the job training? (Para 1.18.2.2; Individual Reserve Guide, Chap 6, Para 6.4)			
3.2.2. Have IMAs and their supervisors coordinated annual training schedules in advance? (Individual Reserve Guide, Chap 6, Para 6.4)			
3.2.3. Are IMAs in compliance with USAF commander's programs (drug testing, physical standards, etc)? (Para 1.15.3; Individual Reserve Guide, Chap 4)			

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